

# **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

***“Honoring California’s Veterans”***

## **COOK SPECIALIST I**

**Permanent, Full –Time**

**\$2378 - \$2891.00 Monthly**

**Final Filing date: Until Filled**

### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov).

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

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**Duties and Responsibilities: (Duties will be commensurate with the final candidate selection)**

Under supervision:

Assists in preparing, cooking, and dispensing food for residents and employees. Care for culinary equipment, supplies, and work areas. Serves meals for main dining room cafeteria as needed. .

- Knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity.
- Keeps records; analyze situations accurately and adopt an effective course of action; communicate at a level appropriate to the classification.

**How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.spb.ca.gov](http://www.spb.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of Ca.-Barstow, Human Resources Division, 100 Veterans Parkway, Barstow, CA 92311, Attn: S. Goddard.** All State applications must be postmarked no later than the final filing date.

**Note: In Explanation** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, “Training and Development Assignment”. Failure to do so could result in being rejected from the interview process.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **S. Goddard, Human Resources Office, at (760) 252-6256.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. RELEASED: 8.23.10